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Fall 2018

# ENG 340-011: Oral Presentation

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## English 340 - Oral Presentation - Fall 2017

M / W 1:00 - 2:25

**English 340 - Oral Presentation** (*Prerequisites: HUM 102, HUM 211, HUM 212 and Hist 213 or their equivalents*): Instruction and practice in effective presentation. Students deliver a wide range of presentation adapted to the needs of a variety of audiences. Topics include voice and diction, presentation organization, effective use of visual aids, reporting technical material and audience analysis

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**Office**

### Eng. 340 Oral Presentations Syllabus

#### Course Goals:

In this course you will learn to:

- \* Speak in front of an audience
- \* Voice control - pitch - volume
- \* Articulation
- \* Body movement
- \* Time control
- \* Audience attention
- \* Speech organization
- \* Audience recognition
- \* First 7 Seven Seconds

#### Class Rules

- \* **Attendance is required** and graded as a test score 0-1 absences = 20; 2 absences 18;
- \* 3 absences = 17; 4 absence = 16; 5 absence = 15; 6 absence = 14; 7 or more absences = 0
- \* Absences may be excused with a medical note from a doctor.
- \* Preparedness, failure to give a speech/presentation when due is equal a failing test grade.
- \* No book will be used for this class however, it is encouraged to join Toastmasters of NJIT part of Toastmasters International and receive their manuals.

#### Overall Assignment Description: One problem or central theme for all speeches.

- \* Ice Breaker/Autobiographical Introduction
- \* Organize Your Speech/Research
- \* Your Body Speaks-Vocal Variety/Audience Feedback
- \* Comfortable with Visual Aids
- \* Persuade and Inspire Your audience.

#### Speeches/Presentations

You are use a single problem within you field of interest as the theme for all your speeches. Your goal, objective is present a problem in four stages, the problem and why it is a problem, what has been done to solve the problem and to persuade someone to help you solve the problem.

This method will be effective in any form where a audience of one or more is involved. Students will also be responsible mastering skills of evaluating a presentation.

**Tips for Presentations:**

- \* Clues for over coming fear will be given during class so be present.
- \* Dress for success when presenting.
- \* Facial and body posture makes a difference.
- \* When using PowerPoint use images
- \* Use emotional words
- \* Tell stories
- \* A presentation is a dialogue - read the audience feed back
- \* You can only speak about something you know
- \* Practice makes perfect.

**Assignment Due Dates:**

- \* Appointments for all five presentation must be made before one week before semester ends.
- \* Each presentation will have a set of requirements provided in class, and in a Toastmaster Club manual.
- \* All five presentation have a maximum grade of 20 points.

**Grading:**

A = 91 - 100 B+ = 86 - 90 B = 80 - 85 C+ = 75 - 79 C = 70 - 75 D = 65 - 69 F = 0 - 64